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TO : Chief, Logistics Office

DATE: 17 December 1953

FROM : Acting Chief, Technical Review Staff

SUBJECT: Weekly Activity Report

1. General.a. O & M Service Survey of DD/P Logistics Functions (continued item)

No change.

2. Projects and Studies in Process.a. Development of Technical Review Procedures and Operating Policies (continued item)

(1) Logistics Instruction 5-220-1 was distributed within the Logistics Office and to other interested Agency components 16 December 1953.

25X1A9a (2) Secured informal concurrence from O & M Service  
[REDACTED], the Inspector General [REDACTED], 25X1A9a  
and the DD/A ([REDACTED]) relative to changing the  
25X1A9a organizational title of this Staff to "Technical  
Review Staff". This change in title will be formally  
25X1A implemented through appropriate revision to Agency  
25X1A [REDACTED] and the issuance of a Headquarters  
Staff. specifying the functions of the

3. Other Items of Interest.a. Important Meetings (completed item)

Participated in a meeting of interested Agency components relative to the establishment of adequate policies and procedures concerning the obligation of funds for the transportation of personnel and things, and the subsequent liquidation of these obligations upon payment thereof. A three member task force was organized to develop recommendations relative to the manner in which transportation funds

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should be budgeted for and allotted within the Agency and to develop detailed procedures relative to the accounting therefor. Logistics Office representative on this task force is Lt. Col. [REDACTED] Transportation Division.

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4. (5) Major Objectives.

a. Review of Logistics Office Organizational Elements  
(continued item)

Review of the work program of the Administrative Staff is approximately 50% completed.



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LO/TRS/JAS:ae

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